

Warehouse Associate III, State Records Center

Archives and Records Services

Starting annual salary: \$23,162.85

Application deadline: February 11, 2022

The Mississippi Department of Archives and History is recruiting a Warehouse Associate III to serve in the state records center. This critical work involves the security and control of records of state agencies, boards, and commissions. Work involves the daily computer backup tape rotation, transfer of paper records for temporary storage, reference requests, and destruction or transfer of historical records in a secure and confidential manner in compliance with operational provides and best practices. The incumbent will be responsible for:

- Picking up, transporting, stamping, affixing barcode labels, barcode scanning, shelving boxes, and shredding records;
- Occasionally returning boxes to an agency;
- Ensuring that boxes are properly identified and located in the warehouse;
- Maintaining a clean and safe work environment;
- Inspecting operating, and painting fuel for records center vehicles
- Keeping a log of all work assigned and completed and reporting all information and documents to the warehouse associate team lead as required.

The incumbent will work primarily with paper records but may also be assigned to conduct daily computer backup tape rotation for states agencies on a strict schedule.

Preferred Qualifications:

- Warehouse experience managing government records
- Demonstrated knowledge of current state records center methods and practices, including transmittal, reference requests, destruction, and archival transfer
- Knowledge of Word, Excel, and SQL
- Excellent time management and written and oral communication skills
- Demonstrated positive customer service interaction
- Ability to carry out detail-oriented projects
- Willingness to work sometimes with dirty materials
- Ability to lift and carry boxes weighing up to 50 pounds
- Ability to work effectively both independently and as a team member

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal opportunity employer.